



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 31.12-BA

Subject: Documenting Progress in Achieving Termination of Parental Rights and Adoptive Placement

Supersedes: DCS 31.12BA, 05/15/03

Local Policy: No

Local Procedures: No

Training Required: No

Approved by:

Effective date: 05/15/03

Revision date: 01/01/04

Application

To All Department of Children's Services Employees and Contract Service Providers

Authority: Brian A. Settlement Agreement; TCA 37-5-106

Policy

Immediately after the decision has been made to pursue termination of parental rights and adoptive placement as a permanency goal for a child, DCS staff shall register that child with REACT (Resource Exchange for Adoptable Children in Tennessee). After the initial registration the DCS case manager responsible for the child shall update the REACT system to indicate completion of milestones toward achieving guardianship and permanency.

Procedures

- A. Meeting with Attorney and Case Manager to Discuss Termination of Parental Rights**
1. When the case manager determines that termination of parental rights may be appropriate, he/she must schedule a meeting with the DCS attorney to discuss the case and to assist in preparation of the petition.
 2. If the attorney and the case manager decide jointly that TPR is appropriate and that DCS has sufficient legal grounds to file the petition, then the attorney shall record the date of the meeting in the legal file on the "TPR Assessment Form", also known as the "hot sheet". This form is printed on colored paper to be easily visible and shall be attached to the left side of the legal file. The legal staff will also

record this date in the legal management database.

**B. TNKids
Documentation**

The case manager will document:

1. The meeting held with the attorney to consult about the decision to pursue termination of parental rights in TNKids, and
2. All subsequent activities leading to the potential termination.

**C. Initial registration
with REACT**

Within seven (7) working days of the decision to pursue termination of parental rights, the foster care case manager shall complete the *Child Entry Form* to register the child with REACT, faxing that form to the REACT office in Nashville.

**D. Subsequent
updates**

After initial registration, the assigned case manager shall update the child's status in REACT through submitting a revised *Child Entry Form* in the following circumstances:

1. The petition to terminate parental rights has been filed with the court;
2. The permanency plan goal of the child is changed;
3. Full guardianship has been established;
4. A placement resource has been identified and placement is pending;
5. The adoptive placement agreement has been signed;
6. The adoption is finalized;
7. The adoption disrupts;
8. Any time there is a change in the child's descriptive information.

Forms

Child Entry Form, REACT

Collateral Documents

Policy 15.5 Registering and Maintaining Status of Children with REACT (Resource Exchange for Adoptable Children in Tennessee)

Adoption Procedures Manual

Standards

None

This Is A Brian A. Policy and May Not Be Changed Without Prior Authorization
